

~~RESTRICTED~~  
~~CONFIDENTIAL~~ TESTING ~~Security Information~~ DIVISION  
 PERSONNEL OFFICE

Maximum allowable strength  
 9 as of 19 JAN 1953

## DESCRIPTION OF FUNCTIONS AND ALLOCATION OF STAFF UNDER CURRENT T/O AUTHORIZATION

ATTACHMENT  
 #1

FUNCTION	DESCRIPTION	STAFF REQUIREMENT
A. Regular Personnel Testing Service:  Measurement of skills and aptitudes of -  1. Applicants: to determine suitability of qualifications for employment.  2. Employees: a. To aid in Personnel actions, e.g., promotion, reassignment, b. To evaluate training needs of clerical personnel.	A. Batteries of psychological tests administered daily to clerical and professional personnel, GS-9 and below. An estimated 2,000 tests will be given to approximately 275 applicants and 125 employees each month. Testing operation includes:  1. Test administration - 50 hrs. per week. 2. Scoring and computing - 65 hrs. per week. 3. Reports and permanent records - 25 hrs. per week. 4. Preparations for testing - 15 hrs. per week.	A. Psychologist - $\frac{1}{2}$ Psychometrist - 3 Clerk-Typist - 1/3
B. Specialized Testing Activities Document No. 19 NO CHANGE in Class. <input type="checkbox"/> <input type="checkbox"/> DECLASSIFIED Class. CHANGED TO: TS S (C) DDA Memo, 4 Apr 77 Auth: DDA REG. 77/1763 Date: 230378 By: 025	B. When justification exists, arrangements made to examine candidates individually, using non-	B. Psychometrist - 1

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 Approved For Release 2002/01/10 : CIA-RDP57-00042A000200200034-9  
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FUNCTION	DESCRIPTION	STAFF REQUIREMENT
<ol style="list-style-type: none"> <li>Administration of intelligence and performance tests and other types of psychometric devices on an individual basis upon competent request.</li> <li>Unique batteries of tests prescribed for particular groups of employees.</li> </ol>	<p>routine testing techniques and rendering detailed evaluation reports on performance. Specified groups of employees and/or applicants are administered particular batteries of tests for special purposes. This activity requires full time of one highly qualified senior test technician. <u>40</u> hrs. per week.</p>	
<p>C. Psychometric Research -</p> <p>Determination of practical worth of test instruments and to refine, improve, and enlarge scope of testing program.</p>	<p>C. Research program to consist of:</p> <ol style="list-style-type: none"> <li>Validation studies - to determine predictive value of tests in use. <u>75</u> hrs. per week.</li> <li>Other research studies. <u>59</u> hrs. per week. <ol style="list-style-type: none"> <li>Reliability and intercorrelation studies - to measure consistency and discreteness of tests employed.</li> <li>Experimental studies on promising new tests to determine suitability for adoption as regular instruments.</li> <li>Projects aimed at construction of new tests or revision of existing tests - to meet peculiar needs of this Agency.</li> </ol> </li> </ol>	<p>C. Psychologist - 3 Clerk-Typist - 1/3</p>

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FUNCTION	DESCRIPTION	STAFF REQUIREMENT
	<p>d. Periodic recomputation of test normative data based on specified Agency populations.</p> <p>e. Surveys and projects to provide data of interest to Personnel Office in connection with personnel selection (qualifications) and placement policies and procedures.</p>	
<p>D. Instructional and Informational Activities -</p> <p>Provision of facts, figures, and insight regarding testing principles and practices to Agency personnel having a proper need for an interest in knowledge of the testing service.</p>	<p>D. Indoctrination activities are directed toward:</p> <ol style="list-style-type: none"> <li>1. Qualifying field recruiters to administer and evaluate selection tests in field, including issuance of testing kits and processing and recording of test data sent in from field.</li> <li>2. Indoctrination of Placement and Interviewing Officers in testing principles, methods, and objectives and in proper use of test scores.</li> <li>3. Familiarization of Agency operating officials with Personnel Office testing service. 54 hrs. per week.</li> </ol>	<p>D. Psychometrist - 1 Clerk-Typist - 1/3</p>
<p>E. Planning, Supervision, and Administration.</p>	<p>E. Encompasses:</p> <ol style="list-style-type: none"> <li>1. Planning and directing a diversified test</li> </ol>	<p>E. Psychologist - 1 1/2 Stenographer - 1</p>

FUNCTION	DESCRIPTION	STAFF REQUIREMENT
	<p>research program including the editing and presentation of formal reports on research findings. <u>25</u> hrs. per week.</p> <p>2. Supervision and training of all personnel engaged in testing activity to insure that service will be rendered effectively and with high professional standards. <u>25</u> hrs. per week.</p> <p>3. Accomplishment of all administrative and clerical responsibilities for Division, e.g., maintenance of permanent records, preparation of routine and special reports, scheduling of appointments for tests, time and attendance records, handling office and testing supplies and equipment, correspondence and telephone contacts. <u>50</u> hrs. per week.</p>	
		<p>Summary:</p> <p>Psychologist - 5  Psychometrist - 5  Sec. - Steno. - 1  Clerk-Typist - 1</p> <hr/> <p>TOTAL: 12</p>